

**Daytime Telephone Number**

E-mail Address

Last Name										First Name										Middle Init.																			
Street or Mailing Address																														Apartment No.									
City															State					Zip Code					County														

1. Are you a United States citizen?

☐ YES ☐ NO

2. Are you an alien authorized to work in

☐ YES ☐ NO ☐ N/A

3. Have you ever been dismissed from any

☐ YES ☐ NO

If YES, attach an explanation.

4. Have you ever been convicted

☐ YES ☐ NO

If YES, attach an explanation.

Specific Job Title Sought	Job Code	Specific Job Title Sought	Job Code
1.		2.	

EDUCATION:

[illegible]

LANGUAGE SKILLS: Check any which apply to you. ☐ Multilingual (Specify languages)

☐ **Sign Language**

GEORGIA LICENSES AND CERTIFICATIONS:

Type of License/Certificate	License/Certificate Number	Expiration (Mo./Yr.)	Specialization/Endorsements
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Teacher Certified in Georgia: Type of Certificate Held:			
Georgia Peace Officer Standards and Training Certificate (POST)			
Other Professional License/Certificate: _____			

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.

I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

Signature:

Date:

WORK HISTORY: Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. *You may submit a resume to document your work background.* However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application.

Current or Last Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills:					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties. For your convenience, the counties have been sorted alphabetically by geographical region.

Where do you want to work? List up to ten (10) counties in the blanks below. Use the *three digit number codes* listed next to each County.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
----	----	----	----	----	----	----	----	----	-----

Metro Atlanta Regions

N Metro Atlanta (E)

033 Cobb
044 DeKalb
048 Douglas
060 Fulton
067 Gwinnett
122 Rockdale

S Metro Atlanta (H)

031 Clayton
056 Fayette
060 Fulton
075 Henry
126 Spalding

North Georgia Regions

Rome Area (A)

008 Bartow
023 Catoosa
027 Chattooga
041 Dade
057 Floyd
064 Gordon
105 Murray
146 Walker
155 Whitfield

N Central GA (B)

028 Cherokee
042 Dawson
055 Fannin
058 Forsyth
061 Gilmer
093 Lumpkin
112 Pickens
144 Union

NE GA (C)

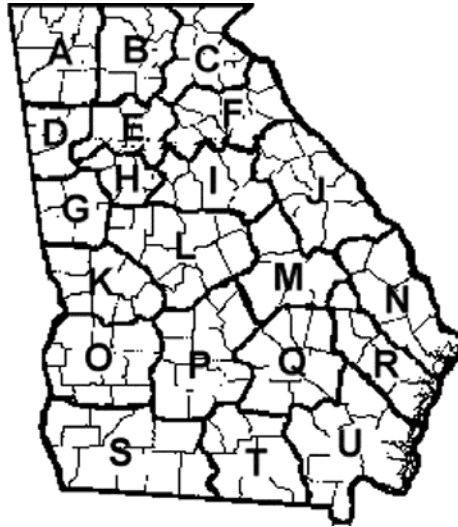
006 Banks
059 Franklin
068 Habersham
069 Hall
119 Rabun
127 Stephens
139 Towns
154 White

W GA (D)

022 Carroll
071 Haralson
110 Paulding
115 Polk

Athens Area (F)

007 Barrow
029 Clarke
052 Elbert
073 Hart
078 Jackson
095 Madison
108 Oconee
109 Oglethorpe
147 Walton



Central Georgia Regions

LaGrange Area (G)

038 Coweta
074 Heard
099 Meriwether
141 Troup

Covington Area (I)

018 Butts
066 Greene
070 Hancock
079 Jasper
104 Morgan
107 Newton
117 Putnam

Columbus Area (K)

026 Chattahoochee
072 Harris
094 Macon
096 Marion
106 Muscogee
123 Schley
130 Talbot
133 Taylor

Middle GA (L)

005 Baldwin
011 Bibb
039 Crawford
076 Houston
084 Jones
085 Lamar
102 Monroe
111 Peach
114 Pike
143 Twiggs
145 Upson
158 Wilkinson

Augusta Area (J)

017 Burke
036 Columbia
062 Glascock
081 Jefferson
090 Lincoln
097 McDuffie
121 Richmond
131 Taliaferro
149 Warren
157 Wilkes

Dublin Area (M)

053 Emanuel
083 Johnson
087 Laurens
140 Treutlen
150 Washington

South Georgia Regions

Savannah Area (N)

015 Bryan
016 Bulloch
025 Chatham
051 Effingham
082 Jenkins
124 Screven

Albany Area (O)

019 Calhoun
030 Clay
047 Dougherty
088 Lee
118 Quitman
120 Randolph
128 Stewart
129 Sumter
135 Terrell
152 Webster

Tifton Area (P)

009 Ben Hill
012 Bleckley
040 Crisp
045 Dodge
046 Dooly
077 Irwin
116 Pulaski
137 Tift
142 Turner
156 Wilcox
159 Worth

Baxley Area (Q)

001 Appling
003 Bacon
034 Coffee
080 Jeff Davis
103 Montgomery
134 Telfair
138 Toombs
153 Wheeler

Reidsville Area (R)

021 Candler
054 Evans
089 Liberty
091 Long
098 McIntosh
132 Tattnall

SW GA (S)

004 Baker
014 Brooks
035 Colquitt
043 Decatur
049 Early
065 Grady
100 Miller
101 Mitchell
125 Seminole
136 Thomas

Valdosta Area (T)

002 Atkinson
010 Berrien
032 Clinch
037 Cook
050 Echols
086 Lanier
092 Lowndes

SE GA (U)

013 Brantley
020 Camden
024 Charlton
063 Glynn
113 Pierce
148 Ware
151 Wayne

EVALUATION PROCEDURES

Written Tests: To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

Walk-in Examinations: Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The "Walk-In Testing Schedule" is available on our Web site at Careers.ga.gov. You may also call (404) 656-2724 and request a copy of this schedule.

Scheduled or Reserved Seating Examinations: Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

Select ONE city where you wish to take a written test on Saturday:

☐ Americus - [Y]

☐ Augusta - [S]

☐ Clarkesville - [F]

☐ Sandersville - [M]

☐ Rome - [E]

☐ Savannah - [H]

☐ Thomasville - [U]

☐ Waycross - [L]

Retest Policy: Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For State Personnel Administration Walk-in or Scheduled testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the State Personnel Administration you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the State Personnel Administration). If you have questions about the examination procedure for applicants with disabilities, you may call the State Personnel Administration at (404) 656-2728 (TTY available) or the Georgia Relay Service at **7-1-1**.

Training and Experience Ratings: If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

VETERAN'S PREFERENCE: The laws of the State of Georgia require that points be added *to passing examination scores* for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

☐ VETERAN: DD214 showing dates of service and type of discharge

☐ DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report

☐ DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months

☐ DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability)

How You Heard About The Job:

☐ Walk-in

☐ College/University

☐ Technical School

☐ Employee Referral

☐ Careers.ga.gov

☐ Newspaper

☐ State Agency Web Site

☐ Other Internet Source

☐ DOL Career Center

☐ Other _____

Date:

Requisition Number (for announced jobs only):

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information you give in this section is optional. It is used by the State Personnel Administration and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

Last Name

First Name

MI

Ethnic Background (Check One):

Gender

Birth Date

1. ☐ Native American

2. ☐ White, not of Hispanic origin

(Check One):

MO DAY YR

3. ☐ Hispanic

4. ☐ Black, not of Hispanic origin

☐ Male

5. ☐ Asian/Pacific Islander

6. ☐ Multi-racial

☐ Female

7. ☐ Other

Birth Date - Required for
some law enforcement
jobs.

For Agency Use